

City of Fort Worth, Texas Job Description

Classification Title	Police Range Technician		
Job Code:	PS5110	Job Family:	Public Safety
Pay Grade	503	Date Created:	09/10/15
FLSA Status	Non-exempt	Date Revised:	04/11/17

GENERAL SUMMARY

Performs a variety of technical duties supporting the operations of the police range utilized for police firearms training and qualification. Receives and maintains inventory of police range equipment, supplies and ammunition.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supports range operations by preparing targets for training, retrieving and packaging spent cartridges, assists with inventory, and documenting and reporting any observed problems.
2. Coordinates with Code Compliance/Environmental for pick up and removal of lead contaminated waste.
3. Assists with shipping, receiving, inventory, storage, and moving of range equipment and supplies. Receives and stocks parts as needed; files and retrieves records from file system as needed.
4. Operates a variety of maintenance tools and equipment in a safe and effective manner including an air stapler, pallet jack, and other tools required for general range maintenance.
5. Assists in classroom or range setup for training.
6. Completes assigned tasks in accordance with all applicable rules, regulations, General Orders, and Standard Operating Procedures and as directed by the Rangemaster.
7. Performs other related duties as required.
8. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behavior comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles and practices of general maintenance and repair.
 - Methods and practices of warehousing, purchasing and stocking.
 - Operational characteristics of a variety of maintenance and repair tools and equipment.
 - Safe handling and operational characteristics of a variety of firearms and weapons.
 - Modern office equipment including computers.
 - Microsoft Office Suite; Windows, Outlook, Word, Excel, PowerPoint, and Access.
 - Pertinent Federal, State, and local laws, codes and safety regulations.
- **Skill in:**
 - None required.
- **Ability to:**
 - Performs a variety of technical duties supporting the operations of the police range.
 - Performs a variety of general maintenance and repair duties on police range equipment.
 - Operates a variety of maintenance tools and equipment in a safe and effective manner.
 - Performs various warehousing and stocking duties.
 - Communicate clearly and concisely, both orally and in writing.
 - Establishes and maintain effective working relationship with those contacted in the course of work.
 - Properly utilize all provided safety and protective equipment, including but not limited to; Tyvek suit, gloves, booties, mask, eye protection, hearing protection, respiratory protection (including half-face and full face respirators with attached cartridges).

MINIMUM JOB REQUIREMENTS

High school diploma or GED and two years of warehouse, inventory control, general maintenance, repair or related experience.

OTHER REQUIREMENTS

Valid Texas driver's license.

Possession of, or ability to obtain within six months of hire, an appropriate, valid CPR certification and Automated External Defibrillator (AED) training.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases and workspace restrictions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium Work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.